

## DUTY STATEMENT

<b>Class Title:</b> Management Services Technician **DRAFT**	<b>Position Number:</b> 809-180-5278-901
<b>Unit:</b> Contracts and Grants	
<b>Section:</b> Administration	
<b>Branch:</b>  	
<b>Division:</b> Office of AIDS	

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

**Job Summary:** The Management Services Technician (MST) performs the less complex gathering and analysis of fiscal information and completes projects requiring advanced data processing skills. The MST must display the ability to learn rapidly and follow directions; communicate effectively with staff; make satisfactory progress in training programs of professional development; properly interpret and edit written material; and make occasional oral presentations. The MST must also possess a willingness to learn and perform work of an analytical nature in preparation for promotion to the professional level.

**Supervision Received:** General direction from the Staff Services Manager I, Chief of the Contracts and Grants Unit.

**Supervision Exercised:** None.

**Description of Duties:** The MST works directly with the Contracts and Grants Unit Chief, the OA Grants Liaison (SSA), and the OA Budget Liaison (SSA) on OA's local assistance budget spreadsheets. The accuracy and timeliness of these documents are vital to the daily decision making of OA management as OA has local assistance budgets funded through three major federal grants. The MST also acts as an OA liaison with the DHS Accounting Section; reviews and processes complex, time sensitive contractor invoices; researches complex problems/errors; monitors funding balances; is responsible for maintaining a working knowledge of all rules and regulations regarding prompt payments for services; provides technical support for the electronic contract tracking system, electronic contract information, the electronic invoice tracking system, and electronic invoice spreadsheets; and prepares and reviews reports regarding CALSTARS, contract status, and invoice status.

### Percent of Time

### Essential Functions

40%

Coordinates the development of OA's local assistance budgets; assists with the technical aspects of developing initial local assistance budgets for three branches funded through three major federal grants and special funds; works closely with key OA staff and departmental accounting staff; ensures that local assistance budgets reflect current adjustments and that the most current funding balances are available to management on a daily basis, assists the OA Grants Liaison with tracking funds and updating expenditure projections; provides budget information and technical assistance to management and program staff; prepares encumbering documents for contracts; researches and resolves contractual invoice problems; reviews monthly CALSTARS encumbrances and expenditures for discrepancies; and prepares CALSTARS correction documents.

**35%** Reviews and processes the more complex, highly time sensitive contractor invoices, and those that have the highest level of consequences for error; resolves the most complex invoice problems that require coordination between key program staff and DGS accounting staff to resolve; reviews invoices from contractors for accuracy, ensuring reported expenditures are appropriate and budgeted line items are not exceeded; prepares and forwards invoices to DHS Accounting Section for payment; posts, verifies, balances, and adjusts accounts; provides technical and administrative consultation to contract monitors and contractors on reimbursement procedures; maintains a familiarity with invoice processing procedures as stated in the State Administrative Manual and develops a familiarity with local health departments' accounting procedures; and supports HIV prevention contract monitors by maintaining expenditure and budget data for current and closed contracts.

**20%** Provides technical support for electronic contract information, the tracking system, and electronic invoice spreadsheets; makes adjustments to the system as needed, for things such as program growth and change, new fund sources, and new fiscal years; and assists with the implementation of the database to manage contract and invoice information and tracking; using data from the electronic contract information, the tracking system, electronic invoice spreadsheets, and OA staff, prepares reports for OA and DHS including invoice status and summaries, contract status and summaries, and annual contract plans.

**Percent of Time****Marginal Functions**

**5%** Assists with the coordination of staff meetings; coordinates large reproduction jobs; trains OA clerical support staff to perform the less difficult tasks required for the completion of various assignments; and performs other duties as required.

Employee's signature	Date	Supervisor's signature	Date